File No. 25

Serial Nos. 1

190 6-7

GENERAL AND REVENUE SECRETARIAT.

(G.C. Image

Part A: Manuscript
for
November

Serial Nos.

Delegation to Heads of offices of the power to grant casual leave to officers subordinate to them

FILE HEADING.

Delegation to Heads of Offices of the Panama Canal Zone to Miscellaneous

NOTES AND ORDERS.

Reference file 1 R-5-85-N-1942-4-misc-op

Serial No.

Reports about grant of casual leave to subordinate officers by Heads of Depts & Dy Comrs

How far can this be extended with the Revd H Branches.

to casual leave to Dy Comrs is granted directly by Govt. Asst Comrs whether on General duty or in charge of Treasuries 1st Asst Officers and 'the Excise' Dept Officers are merely regarded as Asts to the Dy Comrs in their respective Depts. It seems to be sufficient therefore to give complete control in the matter of casual leave to the Heads of Depts without requiring any separate intimation being given to Govt. The period of absence is very short and is not likely to affect the progress of work, much to make it necessary for Govt to be kept informed of such kinds of leave

in these cases

The case of the Officers of the Excise Dept is included in Mr. De Souza's note above. The Excise Commr. need not report to Govt the grant of

the assistants. The only other cases in which reports of grants of Casual leave are being received in the Financial Branch are those of the Comptroller's assistants & of certain Treasury officials. Such reports seem to be unnecessary. The Comptr. & the Dy Commrs need not intimate such grants to Govt

Dated 18/6/06

Subject Sanjo

~~Mr. please put up a draft order for above with the above~~ ~~notes.~~

~~H.B.V. 18/6~~

~~intimate accordingly~~

18/6/06

To the other Branches also for opinion with reference to Dept Secretary's letter

appreciations for casual leave on behalf of the assistant & Sub asstt Surgeons of the Medical Department & of all the non-gazetted officers of the Educational Dept such as Head & Asst Masters of Schools Deputy & Asst Inspectors not subordinate to Govt marked in Secretariat.

Casual leave to officers in the Pol. Department of and above the rank of Extra Assistant Superintendents is reported, as also similar leave to Superintendents of Jail. This may be dispensed with.

Reports are not received of casual leave granted to officers of the Judicial Department.

In Branch V no reports of the kind are received. But the Superintendents of the Press, the Stationery, Stamps & Gardens and Directors of Meteorology & Archaeology submit applications on their own behalf.

These are officers directly under Govt. hence a report is necessary.

The preceding note will show that references regarding the grant of casual leave are being made to Govt in many cases which might, & ought to have been disposed of by an intermediate authority.

It is, I think, desirable to lay down a rule & the expect that all heads of Offices (including under th...

expressin all heads of Depts, Dy Comrs, and others who are in independent charge of offices) are competent to grant casual leave of absence, to the extent permitted by the Service Regns, to officers subordinate to them, without reference to Government. An exception may be made in the case of Deputy Comrs, in consideration of the very responsible position that they occupy at the head of the District administration, and of the fact that they are subordinate not only to the Revenue Comr, but to other heads of Depts as well

It is a question whether we may not go even further, & delegate to heads of Offices the power to grant privilege leave also, in cases which do not call for transfer of Gazetted officers usually made under Govt sanction or entail additional cost to Govt

14.7.08

To 2d C. in the first instance

It will save time & unnecessary correspondence if delegated the power of granting casual leave in the manner indicated

above Casual leave to
Dy Comrs & Heads of depts
& Heads of Offices directly
under Government should
of course come before Govt
In all other cases, the Head
of the Deptt or the Dy Comm
maybe permitted to sanction
the Casual leave and inti
mate the same to the Comp
troller a register should be
maintained in such
Offices showing the amount
of casual leave sanctioned &

I am not prepared to
delegate the power to grant
privilege leave, to Heads of
Depts &c. such power is
always exercised by Govt

W. Nelson Cumming Esq
Secretary

A draft order on the lines indicated by the Secy. of the 2nd Cr. may be kindly put up & the file sent to 1st Cr also for opinion

Put up

draft submitted Secy
K.S.
3/9/06

Submitted to 1st Council

Name slightly amended
The Draft order in support
the Complaint being amended
as per final orders are passed

15/9/06

To the Comptroller

Under Govt Pro No 8843-83
dated 21st March 1905 the Deputy
Commissioners are empowered to grant
casual leave to Assistant Commrs and

LR 585-03-2

GPB—50,000—23 10-05

and Amildaro, while on g. O No 3105-44
L R 212-06-
dated 11 September 1906 the Revenue
Commissioner is empowered to grant
casual leave to Assistant Commissioners,
and casual leave and privilege leave not
exceeding one month to Amildaro. From
the Draft order put up with the File
it is not clear whether the Revenue
Commissioner or the Deputy Commissioner
is the proper authority to grant casual
leave to Assistant Commissioners and
Amildaro, and this point has to be
clearly mentioned in the Draft.

Casual leave is not a
recognised form of leave for the purpose of
calculating title to leave & pension. It
is therefore unnecessary to make any report
to the Controller. Heads of Departments
and offices are trusted to grant every kind
of leave to ministerial officers in their
establishments without consulting the
Audit office and they may be left to do
the same thing in case of Gazetted officers

It will be sufficient to lay
down as has been done in para 3 of
the draft that registers should be kept
in their offices and that when an officer

General and Revenue
Secretariat.

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has been transferred from another district arrangements should be made to obtain from the district and to enter in the register the amount of casual leave the officer already had during the calendar year.

[illegible]
12.10.06

[illegible] issued in accordance with the Comptroller's Circular No. 7 dated 5th March 1907

Submitted to His Highness.

In His Highness' orders, dated 11th March 1905, Deputy Commissioners were empowered to grant casual leave to Assistant Commissioners, Amildars and Deputy Amildars, reporting the fact to the Government through the Revenue Commissioner, while as regards leave for themselves, they were to apply direct to Government.

As will be seen from the notes in the file, there is at present no uniformity of rule or practice as regards the grant of casual leave in the other departments of the service.

While in some cases applications are sent up direct to Government, in others merely a report the grant of such leave is forwarded. This gives room to much unnecessary delay and increase of correspondence, while serving no useful purpose.

To remedy this state of things, it is now proposed to delegate to all Heads of Departments the power to grant, without reference to Government, casual leave to the extent permissible under the Service Regulations to all officers subordinate to them, except in the case of Deputy Commissioners and Heads of Departments, applications from whom will continue to be submitted to Government as heretofore.

A draft order drawn up on the above lines is submitted for approval.

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

Delegation to Heads of Offices of the power to grant casual leave to officers subordinate to them.

Order.

Approved

~~K.R.W.~~

6/11/56

Dewan's order

Please issue

B on

C.S.

7/11/56

~~K.R.W.~~

General and Revenue Secretariat. | Gen Jus File No. 23 of 1906

Serial No.

To the Heads of Departments
Dy: Comrs of Districts
Comptroller

110: H 3444-89 D 12.11.06

Empowers all Heads of offices, including in this expression, all Heads of Departments Deputy Commissioners, and others who are in independent charge of offices, to grant Casual leave of absence to the extent admissible under the M.S. Regulations to all officers subordinate to them, without reference to Govt., directs that applications for Casual leave for Deputy Commissioners and for Heads of offices directly under Govt should be submitted to Govt for sanction, that Casual leave to Asst: Comrs, Amildars & Dy Amildars granted by Dy Comrs be reported to the Rev: Comr for information and that the grant of Casual leave by heads of offices be noted in registers to be opened in their offices for the purpose in such form as the Comptroller may suggest.

Proceedings of the Government of H.H.
the Maharaja of Mysore.

)rder No. Je 3444-89
GLRe 25-06-1

)ated Bangalore,

There is at present no uniformity)f rule or practice in regard to the authorities who may sanction casual leave to subordinate officers of the several Departments. In some cases a] plications for casual leave are submi ted to Government for sanction, while others reports of the grant of such leave are sent to them for informatio Such applications and intimations to Government while serving no useful pu pose are the source of much unnecessary delay and correspondence. It is therefore considered desirable to delegate to Heads of Departments and Offices, more largely than at present, the power to sanction casual leave to officers subordinate to them. Government are

accordingly pleased to empower all Heads of Offices, including in this expression all Heads of Departments, Deputy Commissioners, and others who are in independent charge of offices, to grant casual leave of absence to the extent admissible under the Mysore Service Regulations to all officers subordinate to them, without reference to Government. 2. An exception will, however, be made in the case of casual leave to Deputy Commissioners, in consideration of the very responsible position they occupy at the head of the District administration, and of the fact that they are subordinate not only to the Revenue Commissioner, but to other Heads of Departments as well; and their applications for casual leave for themselves will accordingly be submitted to Government on Sundays.

granted to Assistant Commissioners and Amildars and Deputy Amildars by Deputy Commissioners will be reported to the Revenue Commissioner for information; to this extent para 15 of Government Order No.R.3105-44-L.R.212-06-1 dated 11th September 1906 will be regarded as modified.

4. The Heads of ~~Departments and of~~ offices directly under Government should of course apply to Government for any casual leave they may require.

5. The grant of casual leave by Heads of ~~Departments and~~ offices ~~under para 4~~ supra should be noted in registers to be opened in their offices for the purpose in such form as the Comptroller may suggest. When an officer is transferred from one district office to another, arrangements should be made to obtain from the former district office, and to enter in the register maintained in the latter

has already enjoyed during the calendar year.

To

The Heads of Departments.
" Deputy Commrs. of Districts.
" Comptroller, Mysore Govt.

Proceedings of the Government of His Highness the Maharaja of Mysore, Financial (General Finance), dated 12th November 1906.

No. Fl. 3444-89—Gen. Fin. 25-06-1, dated Bangalore, 12th November 1906.

Order.—There is at present no uniformity of rule or practice in regard to the authorities who may sanction casual leave to subordinate officers of the several Departments. In some cases applications for casual leave are submitted to Government for sanction, while in others reports of the grant of such leave are sent to them for information. Such applications and intimations to Government, while serving no useful purpose, are the source of much unnecessary delay and correspondence. It is therefore considered desirable to delegate to Heads of Departments and officers, more largely than at present, the power to sanction casual leave to officers subordinate to them. Government are accordingly pleased to empower all Heads of Offices, including in this expression all Heads of Departments, Deputy Commissioners, and others who are in independent charge of offices, to grant casual leave of absence to the extent admissible under the Mysore Service Regulations to all officers subordinate to them, without reference to Government.

2. An exception will, however, be made in the case of casual leave to Deputy Commissioners, in consideration of the very responsible position they occupy at the head of the district administration, and of the fact that they are subordinate not only to the Revenue Commissioner, but to other Heads of Departments as well; and their applications for casual leave for themselves will accordingly be submitted to Government for sanction.

3. Casual leave granted to Assistant Commissioners and Amildars and Deputy Amildars by Deputy Commissioners will be reported to the Revenue Commissioner for information; to this extent para 15 of Government Order No. R. 3105-44—L. R. 212-06-1, dated the 11th September 1906, will be regarded as modified.

4. The Heads of Offices directly under Government should of course apply to Government for any casual leave they may require.

5. The grant of casual leave by Heads of Offices should be noted in registers to be opened in their offices for the purpose in such form as the Comptroller may suggest. When an officer is transferred from one district or office to another, arrangements should be made to obtain from the former district or office, and to enter in the register maintained in the latter, the amount of casual leave the officer has already enjoyed during the calendar year.

K. S. CHANDRASEKHARA AIYAR,
Secy. to Govt., Gen. & Rev. Depts.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Comptroller to the Government of His Highness the Maharaja of Mysore.

1906-07

GOVERNMENT OF HIS HIGH
THE MAHARAJA OF MYSOI

FINANCIAL
(GENERAL FINANCE)

PROCEEDINGS

Dated 12th November 1906

No. Fl. 3444-89
Gen. Fin. 25-06-1